

MEETING MINUTES

Northwest Arkansas Workforce Development Board Procurement Task Force
3:00 p.m. central time on November 21, 2019
Harrison, Arkansas

In Attendance:

Task Force Members: In-person – John Dyess, Billie Reed, Kelley Dale Sharp, Ross Parker; On speaker phone – Bo Phillips

Facilitator: Mary Ann Lawrence

Guests: Joe Willis, Pathy Methvin, Susan Sangren

John Dyess called the meeting to order and role call was conducted. All Task Force Members are in attendance.

John Dyess announced the purpose of the meeting is to review and evaluate proposals received for the One-Stop Operator contract in Northwest Arkansas. John asked the Facilitator to facilitate the discussion.

The Facilitator reminded everyone that only Task Force Members were allowed to speak and to have copies of the proposals. The Facilitator has not reviewed the proposals prior to this meeting and will not be scoring the proposals.

Three proposals were received:

1. Odle Management Group, LLC
2. Northwest Arkansas Economic Development District, Inc.
3. In the Door, LLC

All Task Force Members received the proposals in advance and did a preliminary review outlining questions he/she had.

First, Northwest Arkansas Economic Development District, Inc. was found to be in compliance with the required documents and was reviewed, analyzed, and scored.

Second, Odle Management Group LLC proposal was found to be in compliance with the required documents and was reviewed, analyzed, and scored.

Third, In the Door, LLC proposal was found NOT to be in compliance with references missing. The proposal was disqualified.

John Dyess recessed the meeting to give the Facilitator time to total the scores.

John Dyess reconvened the meeting and asked the Facilitator to announce the scores.

The Facilitator announced:

- Northwest Arkansas Economic Development District 88.5
- Odle Management Group 77.9

Kelley Dale Sharp made a motion to award the One-Stop Operator contract to Northwest Arkansas Economic Development District, Inc. Ross Parker seconded the motion. Motion carried unanimously.

John Dyess, Chair, asked the Facilitator to prepare a draft contract and to let the bidders know the results. He indicated he would announce the award at the next Board meeting.

The Facilitator said a file that is the official procurement information will be provided to the administrative entity for documentation related to monitoring.

Kelley Dale Sharp made a motion to adjourn the meeting. Ross Parker seconded the motion. The motion passed unanimously.

The meeting adjourned at 4:30 p.m.